

## DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 18, 2005

MEMORANDUM**WHAT'S INSIDE:**

- Revised policy to clarify BVR screen confidentiality

TO: AREA EXECUTIVE STAFF, CIRCUIT MANAGERS AND  
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: BUREAU OF VITAL RECORDS SCREENS  
REVISED CHILD WELFARE MANUAL POLICY:  
[SECTION 5, CHAPTER 2.6.4.B: SEARCHING FOR A BIOLOGICAL PARENT](#)  
[SECTION 4, CHAPTER 4, ATTACHMENT A: LOCATING THE NON-CUSTODIAL PARENT](#)

## DISCUSSION:

The purpose of this memorandum is to remind staff that the system screens for the Bureau of Vital Records (BVR) are confidential; shall be used for official state purposes only; and shall not be printed or faxed. Additionally this memorandum introduces revision to policy to clarify these restrictions.

The Bureau of Vital Records, within the Missouri Department of Health and Senior Services, has certificates of Missouri births, deaths and fetal death reports. BVR screens frequently utilized by staff include IBTH and IDTH. In Missouri these records are not open to the public and each screen includes the wording: "*Information on this screen is confidential and shall be used for official state purposes only*". This information is for inquiry only and should not be printed, faxed or copied. Certified copies of Missouri records of birth, death and fetal death reports can be obtained by submitting a written request to:

Missouri Department of Health and Senior Services  
Bureau of Vital Records  
P.O. Box 570  
Jefferson City, MO 65102

See "*Policy and Procedure For Release of Vital Records Information*" at:  
<http://www.dhss.mo.gov/DataAndStatisticalReports/VRProtocols.pdf>

## NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff.
2. Review *Child Welfare Manual*: [Section 5, Chapter 2.6.4.B](#) and [Section 4, Chapter 4, Attachment A](#).
3. All questions should be cleared through normal supervisory channels.

FMS/RDM